



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS UNITED STATES ARMY FORCES COMMAND**  
**1777 HARDEE AVENUE SW**  
**FORT MCPHERSON GEORGIA 30330-1062**

REPLY TO  
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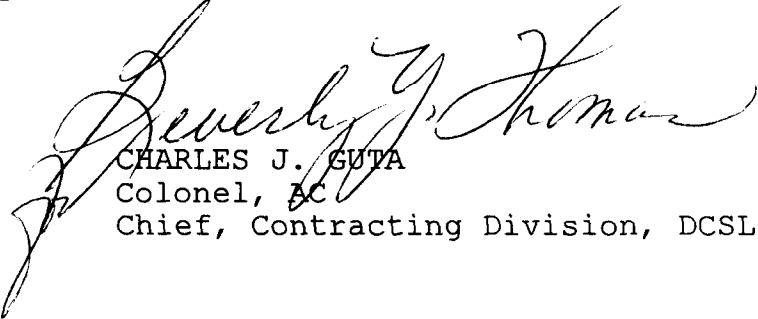
2 June 1998

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contracting Information Letter (CIL) 98-28, Contracting  
Intern Training Plan

Enclosed is a sample *Contracting Intern Program Training Plan*. This plan was developed by Ms. Sandra N. Horner of the Fort Dix DOC. You may use this sample as a guide for intern training and adapt it to your individual needs. For example, the suggested one week orientation period may be extended or eliminated altogether, depending on the intern. For additional information, please contact Clyde Thomas at DSN 367-6372.

Encl  
as

  
CHARLES J. GUTA  
Colonel, AC  
Chief, Contracting Division, DCSL&R

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**CONTRACTING INTERN PROGRAM  
TRAINING PLAN**

- INTRODUCTION	DATES (From - To)
- PHASE I TRAINING OBJECTIVES	
- PHASE II TRAINING OBJECTIVES	
- PHASE III TRAINING OBJECTIVES	

-- ATTACHMENT 1 - INTERN TRAINING PROFILE RATING  
REQUIREMENTS

-- ATTACHMENT 2 - INTERN CAREER PROGRESSION

NAME: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_ THRU: \_\_\_\_\_

RATING DUE DATES: SEE ATTACHMENT 1

## INTRODUCTION

1. This training plan has been designed and developed for the Contracting (Contract Specialist) Intern Program. It is designed to be used as a guide for the development of interns who enter the program at the GS-1102-05 level. The plan consists of three phases of training. At the end of the first phase, depending upon the intern's background, knowledge and experience, he/she will receive additional training in the second phase of the program or progress immediately to Phase III training. The plan is so constructed that Phase I, II, and III training together constitute a minimum training program designed to produce a journeyman-qualified contract specialist for those interns entering the program at the GS-05 level with the required qualifications. The three phases of training consist of the following:

a. Phase I. This is a basic orientation and familiarization to the contracting career field for contract specialist. Phase I training will consist of 1 week of orientation, on-the-job training, and formal training for all interns entering the program.

b. Phase II. This phase is designed to introduce the intern to the various aspects of pre-award functions. The intern will work with journeyman level contract specialists, processing individual portions of pre-award responsibilities associated with the 1102 series and will be closely monitored during the phase.

c. Phase III. During this phase, the intern will receive assignments to administer contracts of a less complex nature. Contracts will typically cover a range of firm fixed price construction, service and supply requirements acquired through sealed bidding procedures. The intern will be teamed with senior contract administrators for the purpose of gaining an overview of more complex contract actions. Upon completion of this phase of training, the intern will be qualified as a journeyman level contract specialist/administrator.

2. The time allotted for each area is approximate and may be adjusted based on the individual intern's prior experience in Government Contracting and/or speed in acquiring necessary skills/knowledges in each area.

3. The intern training profile and the intern career progression in Attachment 1 and 2 provide a visual portrayal of the segments of the program.

**4. The "Training Techniques" codes used in the training program have the following definitions:**

**D - Discussion**

**DEM - Demonstration**

**RR - Required Reading**

**SA - Supervised Activity Assignment**

**5. The codes identified beside proposed program length signify the areas of the Directorate providing the training:**

**OD - Office of the Director**

**CAD - Contract Administration Division**

**CD - Contracting Division**

# **CONTRACTING INTERN PHASE I**

## **TRAINING OBJECTIVES**

**I. Upon completion of Phase I , the intern will be able to:**

**a. Describe the Contracting organization of the US Government to include the Department of Defense, Department of the Army, and the organization and mission of the Head of the Contracting Activity (FORSCOM) and Fort XXXX'X Directorate of Contracting.**

**b. Describe the principles, policies, concepts and procedures related to the procurement process.**

**c. Describe in basic terms the regulatory guidance related to the procurement process.**

**II. Phase I is scheduled to run approximately 1 week.**

**CONTRACTING INTERN  
PHASE I**

<b>ON-THE-JOB TRAINING</b>	<b>TNG TECHNIQUES</b>	<b>LENGTH/AREAS</b>
<b>General Orientation</b>	<b>D, RR</b>	<b>1 Week, OD</b>
<b>1. Organization of the US Government Buying Offices</b>		
<b>a. Centralized Buying Offices</b>		
<b>b. Chain of Command</b>		
<b>c. Organization and mission of Ft Dix Directorate of Contracting</b>		
<b>2. Employment Orientation</b>		
<b>a. Civil service appointment status, employee benefits, code of conduct, security requirements</b>		
<b>b. The Army Career Management Program</b>		
<b>3. General procurement principles, policies, concepts, theories</b>		
<b>a. Procurement Sensitive Info</b>		
<b>b. Introduction to contracting regulations</b>		
<b>(1) The Defense Federal Acquisition Regulation Supplement (DFARS) - cursory review and general discussion</b>		
<b>(2) The Army Federal Acquisition Regulation Supplement (AFARS) Cursory review and general discussion</b>		
<b>(3) FORSCOM Federal Acquisition Regulation Supplement (FFARS)</b>		
<b>(4) Fort XXXX Regulation 715-1</b>		
<b>4. General overview of acquisition concepts - socio-economic programs, reviews, contracting officer authority</b>		

**CONTRACTING INTERN  
PHASE I**

**Contracting Knowledges, Skills, and Abilities:** Upon completion of this orientation, the intern will be able to describe the flow of contracting authority, standards conduct violations, the basic in law of acquisition regulations and the Government's socio-economic programs. The intern will be able to describe the flow of contracting documents, define and describe the usage and maintenance of the vendor listing, and understand the importance of reporting requirements. The intern will gain a general understanding of the technical support functions provided by the Division.

**SCHEDULED:**\_\_\_\_\_ **ACTUAL:**\_\_\_\_\_

## **CONTRACTING INTERN PHASE II**

### **TRAINING OBJECTIVES**

**I. In this development level of training, the Phase II contracting intern will assist a journeyman contract specialist in the development and execution of duties relating to Government contracts utilizing contracting methods. Training objectives are designed to assure that the intern's skills and knowledges have been adequately developed in the contracting arena prior to entering into Phase III training. Upon completion of the Phase II training, the intern will be able to:**

- a. Demonstrate the ability to perform with close supervision the functions of contracting to which the intern was introduced.**
- b. Define and discuss the types and purposes of contracts used by the Department of Defense, and describes those duties and responsibilities associated with contracting.**
- c. Acquire, with the assistance of a contract specialist, noncomplex supplies, services or equipment through various contractual methods.**
- d. Define and discuss the commercial activities program, describe the factors in determining allowable costs and identify unique aspects related to acquisition and administration of complex contracts.**
- e. Have a understanding of Simplified Acquisition Procedures.**

**II. During this phase of training the intern will have completed and received a satisfactory grade on the formal training courses identified as part of this training.**

**Phase II is scheduled to run approximately 51 weeks.**



**CONTRACTING INTERN  
PHASE II**

<b>ON-THE-JOB-TRAINING</b>	<b>TNG TECHNIQUES</b>	<b>LENGTH/AREAS</b>
	<b>D, DEM, RR</b>	<b>26 Weeks, SA, CD</b>
<b>Contracting</b>		
<b>1. Pre-Solicitation Functions</b>		
<b>a. Market Surveys.</b>		
<b>b. Determination of Method Solicitation and Contract Type</b>		
<b>c. DD Form 2579</b>		
<b>d. Synopsis</b>		
<b>e. Determination of Non-Personal Services</b>		
<b>f. Specification/Drawing Review</b>		
<b>g. Justification and Approvals</b>		
<b>2. Sealed Bidding</b>		
<b>a. Selecting Provisions/Clauses</b>		
<b>b. Opening Bids</b>		
<b>c. Evaluation of Bids for Responsiveness</b>		
<b>d. Price Analysis</b>		
<b>e. Evaluation of Responsibility</b>		
<b>f. Contract Award and Reporting</b>		
<b>3. Negotiation</b>		
<b>a. Selecting Provisions/Clauses</b>		
<b>b. Evaluation Plan</b>		
<b>c. Cost/Price Analysis</b>		
<b>d. Negotiation Objectives PreBCM</b>		
<b>e. Negotiations</b>		
<b>f. Contractor Selection/PostBCM</b>		
<b>g. Contract Award and Reporting</b>		
<b>4. File Management</b>		

**Contracting Knowledges, Skills, and Abilities:** After this segment of training, the intern will have participated in the issuance and award of both sealed bid and negotiated solicitations with a journeyman contract specialist.

**SCHEDULED:** \_\_\_\_\_ **ACTUAL:** \_\_\_\_\_

**CONTRACTING INTERN  
PHASE II**

ON-THE-JOB-TRAINING	TNG TECHNIQUES	LENGTH/AREAS
	D, DEM, RR, SA	25 Weeks, CD
<b>Contracting</b>		
<b>1. Acquisition of Firm-Fixed Price, Non-Complex Supplies, Services and Construction</b>		
<b>a. Sealed Bidding</b>		
<b>b. Negotiation</b>		
<b>2. Commercial Activities - Complex Service Contracts</b>		
<b>a. Program Objectives</b>		
<b>b. Development of PWS (OFPP Pam 4)</b>		
<b>c. Special Terms and Condition</b>		
<b>d. Formal Source Selection</b>		
<b>e. Formal Acquisition Plans</b>		
<b>3. Acquisition of ADPE</b>		
<b>a. Delegation of Procurement Authority</b>		
<b>b. Special ADPE Provisions</b>		
<b>c. Lease vs Purchase Analysis</b>		
<b>4. Complex Contract Actions</b>		
<b>a. Time and Material</b>		
<b>b. Cost-Plus-Award Fee</b>		
<b>c. Two Step Sealed Bidding</b>		
<b>d. Protests/Appeals</b>		

**Contracting Knowledges, Skills, and Abilities:** After this segment of training, the intern will be able to process firm-fixed price, noncomplex supply, service and construction actions from receipt of request through contract award. The intern will be able to discuss concepts and principles relating to more complex and will be able to identify pertinent sections in acquisition regulations where guidance is available.

**SCHEDULED:** \_\_\_\_\_

**ACTUAL:** \_\_\_\_\_

**CONTRACTING INTERN  
PHASE II**

**II. FORMAL TRAINING.**

**COMPLETED**

**Fundamentals of Contracting, CON 101  
(20 class days)**

\_\_\_\_\_

**Fundamentals of Contract Pricing,  
CON 104 (14 class days)**

\_\_\_\_\_

## **CONTRACTING INTERN**

### **PHASE III**

#### **TRAINING OBJECTIVES**

- I. This development level of training is designed to give the intern an opportunity to utilize the skills acquired during Phase II Contracting.**
- II. The intern will be given assignments which will be carried through without close supervision. The Contracting Officers will review work in progress and provide guidance where necessary. The intern will also be exposed to more complex actions by assisting a senior contract administrator in the administration of more complex actions, e.g., cost-reimbursement, Automated Data Processing equipment (ADPE), Commercial Activities (CA), etc. Upon completion of the Phase III training, the intern will be able to:**
  - a. Perform, with only general supervision, all aspects of post award functions for a variety of supply, service and construction firm-fixed price contracts.**
  - b. Process, with the assistance of a journeyman contract administrator, modifications, labor compliance checks and investigations, claims, and conduct pre-performance conferences.**

**Phase III is scheduled to run approximately 52 weeks.**

**CONTRACTING INTERN  
PHASE III**

<b>ON-THE-JOB TRAINING</b>	<b>TNG TECHNIQUES</b>	<b>LENGTH/AREAS</b>
	<b>D, DEM, RR, SA</b>	<b>26 Weeks, CAD</b>
<b>Contract Administration</b>		
<b>1. Review of Contract Rqmts</b>		
<b>a. Delivery/Performance</b>		
<b>b. Quality Levels</b>		
<b>c. Labor Rates</b>		
<b>d. Contract Clauses and Special Provisions</b>		
<b>e. Pre-Performance Conference</b>		
<b>2. Quality Assurance</b>		
<b>a. Determination of Need and Appointment of Contracting Officer's Representative</b>		
<b>b. Labor Compliance Checks</b>		
<b>c. Receiving Reports</b>		
<b>d. Warranties</b>		
<b>e. Material Submittals</b>		
<b>3. Modifications</b>		
<b>a. Scope Determinations</b>		
<b>b. Determination of Authority</b>		
<b>c. Determination of Unilateral or Bilateral</b>		
<b>d. Request for Proposal</b>		
<b>e. Cost/Price Analysis</b>		
<b>f. Award and Reporting</b>		
<b>4. Claims</b>		
<b>5. Cure and Show Cause Notice</b>		
<b>6. Terminations</b>		
<b>7. Subcontracting</b>		

**Contracting Knowledges, Skills, and Abilities:** After this segment of training, the intern will have participated in the various aspects of contract administration with a journeyman contract administrator. The intern will have gained experience in administering firm-fixed-price (FFP) supply, service and contraction contracts.

**SCHEDULED:** \_\_\_\_\_ **ACTUAL:** \_\_\_\_\_

**CONTRACTING INTERN  
PHASE III**

<b>ON-THE-JOB TRAINING</b>	<b>TNG TECHNIQUES</b>	<b>LENGTH/AREAS</b>
	<b>D, DEM, RR, SA</b>	<b>26 Weeks, CAD</b>
<b>Contract Administration</b>		
<b>1. Administration of FFP, non-complex Supply, Service, and Construction Contracts</b>		
<b>a. Pre-works</b>		
<b>b. Appointment/Monitoring of the Contracting Officer's Representative</b>		
<b>c. Labor Compliance</b>		
<b>d. Inspections and Receiving Reports</b>		
<b>e. Pay Estimates</b>		
<b>f. Final Payment</b>		
<b>g. Close-out</b>		
<b>2. Property Administration</b>		
<b>a. Interface between and roles of contract administrator and property administrator</b>		
<b>b. Contractor liability (FFP vs cost-reimbursement)</b>		
<b>c. Maintenance of Gov't Furnished Property (GFP)</b>		
<b>d. Contractor acquired vs contractor furnished property</b>		
<b>3. Processing invoices Cost-Reimbursement Contracts</b>		
<b>a. Allowability - Cost Accounting Standards (CAS), reasonableness and allocability</b>		
<b>b. Supporting Documentation</b>		
<b>c. Role of Defense Contract Audit Agency (DCAA)</b>		
<b>4. Quality Assurance (QA)</b>		
<b>a. QA Plan review</b>		
<b>b. Responsibility for monitoring QA</b>		

**CONTRACTING INTERN  
PHASE III**

<b>ON-THE-JOB TRAINING</b>	<b>TNG TECHNIQUES</b>	<b>LENGTH/AREAS</b>
	<b>D, DEM, RR, SA</b>	<b>26 Weeks, CAD</b>
<b>c. Principles of acceptable quality</b>		
<b>5. Award Fee</b>		
<b>a. Principles</b>		
<b>b. Roles of the award fee evaluation board, contracting officer and award fee determining official</b>		
<b>c. Documentation</b>		
<b>6. Appeals to the Armed Services Board of Contract Appeals/General Services Board of Contract Appeals</b>		

**Contracting Knowledges, Skills and Abilities:** After this segment of training, the intern will be able to independently perform routine administration duties related to FFP noncomplex Supply, Service and Construction contracts. The intern will be able to discuss and define allowability of costs, liability of contractors for GFP and acceptable quality levels.

**SCHEDULED:**\_\_\_\_\_

**ACTUAL:**\_\_\_\_\_

## II. FORMAL TRAINING

### COMPLETED

**Intermediate Contracting, CON 202**  
**(19 class days)**

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**Intermediate Contract Pricing, CON 204**  
**(10 class days)**

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**Government Contract Law, CON 210**  
**(10 class days)**

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**INTERN TRAINING PROFILE FOR CONTRACTING INTERNS  
1102 ENTRY**

<b>ENTRY LEVEL:</b>	<b>GS-1102-05</b>		
<b>TRAINING PHASES:</b>	<b>GS-1102-05</b>	<b>GS-1102-05</b>	<b>GS-1102-07</b>
	<b>PHASE I</b>	<b>PHASE II</b>	<b>PHASE III</b>
	<b>1 Week</b>	<b>12 Months</b>	<b>12 Months</b>

**TRAINING PHASE CONTENT:**

	<b>PHASE I</b>	<b>PHASE II</b>	<b>PHASE III</b>
<b>Orientation</b>	<b>1 Week</b>		
<b>On-the-Job Training</b>		<b>42 Weeks</b>	<b>41 Weeks</b>
<b>Formal Training</b>		<b>6 Weeks</b>	<b>8 Weeks</b>
<b>Leave/Other Training</b>		<b>3 Weeks</b>	<b>3 Weeks</b>

**RATING REQUIREMENTS  
PROMOTIONS DATES**

Interns will be rated on the senior forms under TAPES. At the end of each segment of training, the supervisor (if not the rating supervisor) will provide the intern with a partial rating for that segment of the training. The intern is responsible for providing a copy of the partial rating to Support Division's Procurement Technician for inclusion in their personnel file. Once a rating is due, the supervisor under whom the intern is training will obtain the feeder information from Support Division and complete the rating. The Director of Contracting will be the senior rater. Ratings are due as follows:

**DUE TO SENIOR**

<b>PERIOD</b>	<b>DATE DUE</b>	<b>Grade</b>
<b>Initial (6 month period)</b>		<b>(GS-05)</b>
<b>Midpoint (6 month period)</b>		<b>(GS-05)</b>
<b>Final (12 month period)</b>		<b>(GS-05)</b>
<b>Promotion to GS-07</b>		
<b>Initial (6 month period)</b>		<b>(GS-07)</b>
<b>Midpoint (6 month period)</b>		<b>(GS-07)</b>
<b>Final (12 month period)</b>		<b>(GS-07)</b>
<b>Promotion to GS-09</b>		

**INTERN**  
**CAREER PROGRESSION**  
**FOR**  
**CONTRACTING**  
**(GS 1102 ENTRY)**

**GS-1102-05**  
**12 MONTHS**

**GS-1102-07**  
**12 MONTHS**

**GS-1102-09**

**Career Program Manager (CP-14)**

**Contract Specialist (Intern)**